



Inclusion Europe

Job title: Project Coordinator
Job type: Administration
Reports to: Administration and Finance Manager
Management of: None

Overall purpose of the post

To coordinate the implementation of Inclusion Europe's projects.

The Project Coordinator will be responsible for a wide range of tasks to ensure the efficient implementation of Inclusion Europe's EU-financed projects, including long and short-term planning of the project activities, tasks and deliverables management, partner coordination, meeting organization, coordination and distribution of reports, and representing the projects to external audiences.

Key roles for the Project Coordinator

- Coordinator of Project Implementation
- Manager of Information
- Manager of Resources
- Team Player

Key role: Coordinator of Project Implementation

The Project Coordinator takes over the responsibility for the administrative coordination of several projects of Inclusion Europe, ensures that they are implemented according to plan, demonstrates the ability to deal with problems when they come up, and raises any issues or concerns with the Project Manager.

Performance indicators

- Takes over long and short-term planning of the project activities, coordination of tasks between the project partners and maintains regular communication with them to ensure that the implementation runs smoothly.
- Organises partner meetings, seminars and events related to the projects, including logistics, coordination of speakers and participants.
- Effectively deals with issues that arise in the project implementation and reports potential problem areas to the Project Manager
- Contributes positively in team meetings and discussion about how to make improvements to systems and processes.



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- Organises and prioritises the work to complete all jobs in the required amount of time and to ensure that the most important tasks are always completed to a high standard.

Key role: Manager of Information

The Project Coordinator will effectively maintain, collate and distribute information as required by the project implementation. He/she will produce reports as required and ensure this information is accurate and in an accessible format for the audience it is distributed to.

Performance indicators

- Agrees with the Project Manager the financial and narrative reports that are required and then takes responsibility for collating this information and producing reports and presentations in a format that is suitable for the audience they are intended for.
- Is proactive in chasing any information from a variety of stakeholders, whilst maintaining positive relationships with those stakeholders.
- Coordinates the collection, analysis, translation, production and dissemination of project-related texts and publications and examines ways that information collation and distribution can be improved and makes recommendations to the line manager.
- As determined specifically for individual projects conducts research relevant to the projects and liaises with Inclusion Europe's members, representatives of the EU or other institutions for information related to the project research in collaboration with policy staff members.
- Coordinates promotional activities for the projects in collaboration with the Communication Officer and ensures their visibility and promotion as a speaker/participant at European events and meetings in Brussels.

Key role: Manager of Resources

The Project Coordinator effectively manages resources allocated to the projects including budgets, assets and systems.

Performance indicators

- Undertakes effective budget planning and delivery, adhering to Inclusion Europe's financial policies at all times. Regularly reports on budget performance to the Finance Manager and the Project Managers including any potential over or under spending.
- Ensures that spending is effectively monitored and cost effective solutions are sought when spending organisational money
- Identifies and manages risks associated with resources and when necessary puts in place recovery plans



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Key role: Team Player

The Project Coordinator takes responsibility for his/her own work and is expected to work effectively and collaboratively with all colleagues to build good relationships that enable the achievement of performance objectives.

Performance indicators

- Works in a way that supports the values of inclusion of all people, valuing difference and promoting diversity. Actively seeks to include people with an intellectual disability in the work in a meaningful and appropriate way.
- Takes responsibility for his/her own performance and development, identifying opportunities to develop knowledge, skills and performance.
- Is committed to improving the team's performance through contributing good ideas and solutions and helping colleagues to do their job well.
- Develops positive working relationships with key stakeholders, developing relationships that benefit their work and support the work of others.
- Demonstrates commitment and reliability to the team and takes over some general administrative duties to support the running of the Secretariat.

Any other relevant information

The position will start with a weekly working time of 25 – 30 hours, which may be extended according to the needs of the job. The gross remuneration will be between 1.300 € and 1.600 €, depending on experience and working time. The Belgian employment contract includes holiday pay, 13th month and meal tickets.

Willingness and ability to undertake some travel in Europe

Interested candidates are invited to send their CV together with a Cover Letter via e-mail to secretariat@inclusion-europe.org by 26 March 2013.



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Person specification

Inclusion Europe expects our employees to:

- be positive about working for Inclusion Europe and to demonstrate this to all the people they come into contact with
- work well with all of their colleagues
- take responsibility for their own development

Qualifications

Professional background in project management, business administration, NGO management, or related

Skills/competence requirements

- E Excellent organisational skills
- E Ability to communicate clearly and concisely in English in writing and orally
- E Excellent Computer skills, especially in Word, Excel and Team management software, ability to work independently
- E Ability to work on financial issues, budget and financial reporting
- E Ability to organize a complex workload and to plan and prioritise
- E Ability to work in a small, multi-cultural team
- D Ability to work in other European languages
- E Building positive relationships/partnerships
- D Promotes and develops team work

Experience

- E Experience with coordinating international projects
- D Experience with EU-funded projects
- D Experience of managing multiple budgets and financial management processes

Knowledge

- D Knowledge of EU policy issues
- D Knowledge of Disability issues

E = Essential / D = Desirable